

Business Services Online Tutorial

How to use View Status/Errors/Notice Information

- Step 1:** Login to Business Services Online via the Business Services Online Welcome Page.
- Step 2:** Select 'View Status/Errors/Notice Information' link from the Business Services Online Home Page.
- Step 3:** The Submission Selection page will display.
- Step 4:** Select the Receipt Year of your original submission.
- Step 5:** (Optional) Enter your WFIDs or TLCNs for the selected Receipt Year. If you do not enter WFIDs or TLCNs, all WFIDS/TLCNs under your EIN or SSN for the selected Receipt Year will display.
(**Note:** If you are self-employed, and did not register using an EIN, only Internet wage report submissions will be displayed).
- Step 6:** Select your Sort Option. The Sort Options are by Receipt Date, WFID/TLCN, Version, Filing Method, Number of Forms W-3, Processing Status, and Status Date.
- Step 7:** The Submission Information Page will display.